



CITY COUNCIL WORK SESSION
405 E. COLBY ST., WHITEHALL, MI
CITY COUNCIL CHAMBERS
JANUARY 9, 2024
5:00 p.m.

AGENDA

1. Meeting Called to Order
2. Discussion Items
 - Grant Applications (Huebler)
 - Appointments (Brown)
3. Informational Items
4. Public Comment *
5. Meeting Adjourned

City of Whitehall, 405 E. Colby Street, Whitehall, MI 49461; 231-894-4048

*** PUBLIC COMMENT:** Citizens wishing to speak on any subject matter or with regard to items on the agenda should use this opportunity. As a courtesy to the council, state your name, and direct your comments to the board. Please limit comments to three minutes. If you have questions or issues that need to be addressed, contact City Hall during regular business hours.

**Whitehall City Council
Work Session Information Report
January 2024**

Grant Applications (Huebler)

The City submitted grant applications for upgrades and repairs at Funnell Field, Gee Park, Goodrich Park, and the Marina. We were seeking \$823,650 in State funding out of a total project cost of \$993,900. None of the applications were awarded. The Council "earmarked" \$105,000 from the sale of the Lake Street lot for park improvements. This was used as the grant match but is now available for improvements. The original improvements are listed below. Not all items were included in the grant applications and some adjustments were made after the preliminary scoring in an effort to boost our scores and increase the odds of getting funded.

<u>FUNNELL FIELD</u>	
Blue Springs Play Structure	\$215,000
Wood Fiber Fall Protection	\$50,000
Resurface West Parking Lot (playground)	\$21,000
Resurface and Expand Middle Parking Lot (softball fields)	\$54,000
Install West Parking Lot (baseball fields)	\$150,000
Resurface Basketball Courts	\$14,250
Replace West Bathroom (playground)	\$110,000
Replace East Bathroom (baseball fields)	\$110,000
Entry Sign	\$7,500
<u>GEE PARK</u>	
Perimeter Fence	\$16,800
Sensory Dome Play Structure	\$25,400
Wood Fiber Fall Protection	\$12,400
Accessible Sidewalk	\$1,200
Entry Sign	\$7,500
ADA Compliant Parking	\$3,200
<u>WHITE LAKE MUNICIPAL MARINA</u>	
West Pier Repairs/Viewing Deck	\$98,000
ADA Compliant Lift	\$7,500

<u>GOODRICH PARK</u>	
New Swing Set	\$4,800
Poured in Place Fall Protection	\$35,000
Accessible Sidewalk	\$1,500
Splash Pad Fencing	\$7,200
Security Cameras	\$4,000
Repair and Upgrade Irrigation	\$10,000
Entry Sign	\$7,500
Four New Grills	\$1,200
Restripe ADA Parking Spaces	\$1,000
Renovate the Fishing Deck	\$60,000
ADA Compliant Drinking Fountain	\$6,900

Going with a fix first approach, staff is recommending repairs and expansion to the parking lots and basketball courts at Funnell Field along with irrigation repairs and a new drinking fountain at Goodrich, as highlighted above. The fishing deck will be repaired with TIFA funds.

The State Grant Application Period has opened up with an April 1 submittal deadline. Staff will look to apply again, with revisions, for our Fiscal Year 24/25.

Appointments (Brown)

A proposed policy on appointments is attached. The list of Boards includes information as prescribed by statute, ordinance, or bylaws. State law allows an LDFA or TIFA to serve as the BRA. To clarify or perhaps minimize multiple appointments for individuals, staff is recommending that TIFA be designated as our BRA Board - all the same current members. Council may also want to consider eliminating the Marina Advisory Board and placing management under TIFA. TIFA has been the financial source for grant matches and capital improvements.

CITY OF WHITEHALL **APPOINTMENTS POLICY**

The City of Whitehall has established or is a member of 16 authorities, boards, commissions, and committees with prescribed duties and responsibilities autonomous of the City Council other than some jurisdiction over budgetary approval and membership appointment. The purpose of this policy is to develop an active, participatory, transparent, and inclusive process to recruit qualified, representative, and diverse candidates to serve in the best interest of the City and the specific needs of each authority, board, commission, or committee.

Terms expire on December 31. Members continue to serve until reappointed or replaced so as not to interfere with operations by jeopardizing the availability of a quorum. Appointments and confirmations by the City Council will be made in December.

Diversity in numbers is desired but will be dictated by the availability of qualified candidates. There is no restriction as to the number of authorities, boards, commissions, or committees that an individual serves on. Every effort will be made to appoint each member of the Council to an authority, board, commission, or committee.

Soliciting candidates will be posted on the City's social media platform(s). Staff will advertise once in a local newspaper during the month of October. City Council members and staff are encouraged to solicit qualified candidates independent of posting and advertising. All candidates will be required to complete a City approved application form with a submittal deadline of November 1 of each year. During the month of October, staff will ask all appointees whose terms are due to expire if they want to continue to serve.

Residency is preferred for appointments but will be dictated by the availability of qualified candidates and membership requirements.

Appointees shall be required to complete no less than one training session from a staff approved organization representative of the authority, board, commission, or committee to which they have been appointed, if such training exists. The session shall be completed within eight months following their initial appointment.

Appointees falling below 50% in attendance over the last ten meetings, regular or special, shall be subject to removal regardless of their term's expiration.

This policy is secondary in nature to any specific legal, statutory, ordinance, or bylaws for that particular authority, board, commission, or committee.

Board of Review

Review, correct, and endorse the tax assessment roll; three members; appointed by the City Council, three year overlapping terms; must own property and be a registered voter; may not be officers or employees of the City nor candidates for office; meet in March, July, and December.

Brownfield Redevelopment Authority

Promote the revitalization of environmentally distressed areas through the use of tax increment financing; seven members; appointed by the Mayor or City Manager subject to confirmation by the Council; three year overlapping terms; meet in January, April, July, and October.

Construction Board of Appeals

Review and render decisions on appeals regarding the non-issuance of a building permit or decisions made by the enforcing agency regarding the building code; three members, Whitehall has three; appointed by the Mayor or City Manager; two year terms; qualified by experience or training; meet as needed.

Election Commission

Appoint election inspectors and establish the date for the public accuracy testing; three members, the Clerk, Mayor, and one elected or appointed city officer appointed by the Council; two year terms; meet prior to each election.

Local Development Finance Authority

Eliminate the conditions of unemployment, underemployment, and joblessness and to encourage economic growth through the use of tax increment financing and the development of an industrial park; eleven members – seven appointed by the Mayor subject to Council confirmation, one appointed by Muskegon County, one appointed by Muskegon Community College, and two appointed by Whitehall Schools; four year overlapping terms; meet in January, April, July, and October.

Local Officers Compensation Commission

Determine the salaries of the City Council; five members; appointed by the Mayor subject to Council confirmation; five year overlapping terms; must be a registered voter; may not be a member, employee, or relative of a member or employee of the Council; meet in odd numbered years.

Marina Advisory Committee

Review the marina operations; seven members – one councilmember, one planning commissioner, one seasonal boater, one City resident, and three from any of the following Fruitland Township, Whitehall Township, White River Township, Montague Township, City of Montague, or City of Whitehall; appointed by the Council; two year terms; meet in the spring and fall.

Muskegon County Central Dispatch Board of Directors

Provide policy guidance for emergency dispatch operations; one representative who shall be the city manager and one alternate; appointed by the Council; no term limit; meet monthly.

Muskegon Municipal Wastewater Management Committee

Oversee the enforcement and implementation of the Wastewater Master Contract in collaboration with Muskegon County; one representative and one alternate; appointed by the Council; no term limit; meet monthly.

Planning Commission

Oversee implementation of the zoning ordinances including site plan and special use approvals, recommendations on lot splits and ordinance amendments, and development of the master plan and capital improvement plan; nine members – the Mayor, the City Manager or a person designated by the Manager, one councilmember, and six at large; appointed by the Mayor subject to Council confirmation; three year overlapping terms, the Mayor and Manager/Designee terms coincide with the Mayors term, the councilmembers term coincides with their term; no more than two of the at large members can be non-residents; meet monthly, no less than two meetings per year.

Tax Increment Finance Authority

Eliminate the conditions of unemployment, underemployment, and joblessness and to encourage economic growth through the use of tax increment financing with a focus on downtown development; seven members; appointed by the Mayor subject to confirmation by the Council; four year overlapping terms; meet in January, April, July, and October.

West Michigan Shoreline Regional Development Commission

The Metropolitan Transportation Planning Organization oversees regional long range transportation planning and funding; one representative to the Policy Committee and one representative to the Technical Committee; appointed by the Mayor subject to confirmation by the Council; no term limit; meet monthly.

White Lake Community Library Board of Trustees

Provide policy guidance for the community library; two representatives; appointed by the Council; four year overlapping terms; meets monthly, excluding August.

White Lake Fire Authority Board

Oversee the administration and management; two representatives; appointed by the Council; no term limit; must be a resident of the City; meet quarterly.

White Lake Solid Waste Authority

Provide policy guidance for the management of the disposal and recycling of materials at the transfer station; one representative; appointed by the Council; no term limit; meets six times each year.

Zoning Board of Appeals

Hear and decide appeals from administrative decisions and variances; seven members six at large and one councilmember; appointed by the Mayor subject to Council confirmation; three year overlapping terms, the term of the council member shall coincide with their term; shall be qualified voters; meet as needed.



WHITEHALL

CITY COUNCIL MEETING
405 E. COLBY STREET, WHITEHALL, MI
CITY COUNCIL CHAMBERS
JANUARY 9, 2024
6:00 p.m.

AGENDA

1. Meeting called to Order
 - Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
 - Approval of the December 19 Council Meeting Minutes
 - Approval of Accounts Payable
 - Communications: Planning Commission 2023 Annual Report, Planning Commission Minutes
4. Messages from the Mayor, Council, and City Manager
5. Public Comment *
6. Old Business
7. New Business
 - White Lake Wanderland & Walk the Beat Request
 - Feet on the Street Request
 - Resolution 24-01 Senior Millage
 - Resolution 24-02 Board of Review
 - Resolution 24-03 Poverty Exemption
 - Resolution 24-04 Residents Right to Protest
8. Public Comment *
9. Adjournment

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CITY OF WHITEHALL
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
DECEMBER 19, 2023

PRESENT: Scott Brown, Tanya Cabala, Debi Hillebrand, Jeff Holmstrom, Steve Sikkenga, Steve Salter, and Tom Ziemer

ABSENT: None

ALSO PRESENT: Scott Huebler, Brenda Bourdon, Roger Squiers, and Will Meier

Mayor Salter called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

Motion by Sikkenga, seconded by Holmstrom, CARRIED, to approve the agenda. All yeses

APPROVAL OF THE CONSENT AGENDA

- A. Approval of the December 12 Work Session and Council Meeting Minutes
- B. Accounts Payable - \$107,194.39
- C. Communications: Central Dispatch Minutes

Motion by Cabala, seconded by Hillebrand, CARRIED, to approve the Consent Agenda.
Yes – 6; No – 1, Brown; Absent – None

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

Comments were received from the Mayor, Council, and City Manager

APPROVAL OF APPOINTMENTS FOR BOARDS AND COMMISSIONS:

Motion by Holmstrom, seconded by Cabala to approve the boards and commissions appointments as presented.

A subsequent motion was made by Brown, seconded by Sikkenga to remove Jack Dillivan from the list of appointments for Planning Commission. This motion was influenced by Brown's concerns related to family ordinance violations and attendance issues. Subsequent discussions ensued.

Roll Call Vote: Yes – Brown; No – Holmstrom, Zeimer, Hillebrand, Cabala, Sikkenga, and Salter; Absent – None

Resumption of Original Motion to approve boards and commission appointments as presented.

Roll Call Vote: Yes – Holmstrom, Zeimer, Cabala, Hillebrand, Sikkenga, and Salter; No – Brown; Absent – None

PUBLIC COMMENT: Mark Nienhouse and Marie Hamilton made comments about Boards & Commissions.

OLD BUSINESS: None

NEW BUSINESS:

A. Resolution 23-41 Authorized Signatures

Motion by Hillebrand, seconded by Brown, CARRIED, to authorize the removal of former Mayor Pro Tem Sean Mullally for current Mayor Pro Tem Jeff Holmstrom as an authorized representative for banking transactions on behalf of the City.

Roll Call Vote: Yes – Hillebrand, Brown, Sikkenga, Holmstrom, Zeimer, Cabala, and Salter;
No – None; Absent – None

PUBLIC COMMENT:

None

ADJOURNMENT

Mayor Salter adjourned the Council Meeting at 6:56 pm.

Steven Salter, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
ACCOUNTS PAYABLE
January 9, 2024

December 2023 & January 2024 Prepaids

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll - Council	\$3,070.94	Transfer
IRS	Payroll - Council	\$524.08	EFT
City of Whitehall-Common Cash	Payroll	\$47,107.66	Transfer
IRS	Payroll	\$16,639.68	EFT
Alerus Financial	Payroll	\$6,600.26	EFT
MISDU	Payroll	\$61.84	9216

Total Prepaids:

\$74,004.46

Accounts Payable:

\$303,406.02

TOTAL ACCOUNTS PAYABLE

\$377,410.48

OPEN
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JANUARY 9, 2024

Vendor Code	Vendor Name	Description	Amount
MISC	ALPINE PRINTING		
	6701	RETURN ENVELOPE/#9 - QTY 1000	65.00
TOTAL FOR: ALPINE PRINTING			65.00
ALTA	ALTA ENTERPRISES, LLC		
	SP2/122030	FUEL/WATER SEPERATOR FOR LOADER - 47-01	253.96
TOTAL FOR: ALTA ENTERPRISES, LLC			253.96
BOARD	BOARDWELL MECHANICAL SERVICES, INC.		
	60406 / 60480	HVAC-R SERVICE & REPAIR & PARTS	891.50
TOTAL FOR: BOARDWELL MECHANICAL SERVICES, INC.			891.50
PARSONS	BRANDON PARSONS		
	FLEX - DEC-23	FLEX - DEC-23	2,000.02
TOTAL FOR: BRANDON PARSONS			2,000.02
ARMST	BRIAN ARMSTRONG		
	FLEX - DEC-23	FLEX - DEC-23	37.00
TOTAL FOR: BRIAN ARMSTRONG			37.00
CHART	CHARTER COMMUNICATIONS		
	005038701121423	INTERNET - MARINA/DPW/PH	532.94
TOTAL FOR: CHARTER COMMUNICATIONS			532.94
COFES	COFESSCO FIRE PROTECTION		
	INV-26273-D0V7	SERVICE CALL/EXTINGISHER RECHARGE/PARTS	116.65
TOTAL FOR: COFESSCO FIRE PROTECTION			116.65
CONSU	CONSUMER'S ENERGY		
	STATEMENT	PUBLIC UTILITIES	13,874.15
TOTAL FOR: CONSUMER'S ENERGY			13,874.15
SILK	DAVID SILK		
	OPTICAL	OPTICAL - LYNDY	250.00
TOTAL FOR: DAVID SILK			250.00
DELTA	DELTA DENTAL		
	RIS00053075010	DENTAL - JANUARY 2024	2,185.47
TOTAL FOR: DELTA DENTAL			2,185.47
MORRI	DOUG MORRIS		
	JAN-2024	RETIREE OPEB STIPEND - MORRIS	300.00
TOTAL FOR: DOUG MORRIS			300.00
ETNA	ETNA SUPPLY INC		
	S105272888.005	METER YOKE BAR - 1' (1)	32.10
	S105435593.001	REPAIR CLAMP	208.00
TOTAL FOR: ETNA SUPPLY INC			240.10
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	103.73
	STATEMENT	TELEPHONE	139.18
TOTAL FOR: FRONTIER			242.91

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 COUNCIL MEETING OF JANUARY 9, 2024

Vendor Code	Vendor Name	Description	Amount
GILLROY	GILL-ROY'S HARDWARE		
	STATEMENT	PARTS/SUPPLIES	84.47
TOTAL FOR: GILL-ROY'S HARDWARE			84.47
GRLF	GREAT LAKES FORD		
	FOCS370874	SERVICE HEAT/OIL CHANGE/TIRE ROTATE - TRUCK 1	458.26
TOTAL FOR: GREAT LAKES FORD			458.26
HYDCO	HYDROCORP METER SALES		
	75882-IN	BI-ANNUAL SERVICE PROGRAM - DEC-2023- CROSS	970.00
TOTAL FOR: HYDROCORP METER SALES			970.00
CHURCH	JASON CHURCH		
	REIMBURSEMENT	BOOT REIMBURSEMENT - CHURCH	116.34
TOTAL FOR: JASON CHURCH			116.34
JJ'S ELEC	JJ'S ELECTRIC LLC		
	DEC-2023	ELECTRICAL PERMITS - DEC-2023	925.60
TOTAL FOR: JJ'S ELECTRIC LLC			925.60
KENNE	KENNEDY INDUSTRIES INC		
	639740	LABOR/SERVICE - INSTALL MULTISMART LS #3	1,067.00
TOTAL FOR: KENNEDY INDUSTRIES INC			1,067.00
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	290989838	DIGITAL SUPPORT SERVICE - #368/CITY HALL	21.57
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			21.57
WLBEA	LUDINGTON DAILY NEWS		
	99196718	PUBLISHING	190.80
TOTAL FOR: LUDINGTON DAILY NEWS			190.80
MMRMA	MI MUNICIPAL RISK MGNT AUTH		
	M0001060 & R000 POLICY M0001060 & R0001060 - 2023/24 PREMIUM		23,055.25
TOTAL FOR: MI MUNICIPAL RISK MGNT AUTH			23,055.25
MMLUNEM	MICHIGAN MUNICIPAL LEAGUE		
	801-057 -OCT-DE UNEMPLOYMENT INSURANCE - OCT-DEC2023		15.21
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			15.21
MODEL	MODEL COVERALL SERVICE INC		
	STATEMENT	UNIFORMS -DECEMBER 2023	279.92
TOTAL FOR: MODEL COVERALL SERVICE INC			279.92
MONROE	MONROE CUSTOM CAMPERS, INC.		
	162001867/16390	PLOW PLUNGER STAND/PLOW COIL - TRUCK 12-03	143.59
TOTAL FOR: MONROE CUSTOM CAMPERS, INC.			143.59
MONTF	MONTAGUE FOODS		
	STATEMENT	HOLIDAY HAMS - STAFF	688.06
TOTAL FOR: MONTAGUE FOODS			688.06

OPEN
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 COUNCIL MEETING OF JANUARY 9, 2024

Vendor Code	Vendor Name	Description	Amount
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2400001878	VIRTUAL SERVER & SUPPORT -JAN-2024	527.37
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			527.37
MUSTWP	MUSKEGON CHARTER TOWNSHIP		
	2400015563	CODE ENFORCEMENT SVCS - JAN-MAR2024	1,500.00
TOTAL FOR: MUSKEGON CHARTER TOWNSHIP			1,500.00
MUCCA	MUSKEGON COUNTY CLERK'S ASSOC		
	2024	2024 MCCA ASSOCIATION DUES - BOURDON/SCHILLER	60.00
TOTAL FOR: MUSKEGON COUNTY CLERK'S ASSOC			60.00
MISC	MUSKEGON COUNTY EQUALIZATION		
	BOR - 2024	BOR TRAINING 2024- HARSCH/MEANS/VANLOON	60.00
TOTAL FOR: MUSKEGON COUNTY EQUALIZATION			60.00
MUTRE	MUSKEGON COUNTY TREASURER'S		
	200652	DOG TAGS - NOV-2023	102.00
	200669	ELECTION - 11/07/2023	642.11
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			744.11
ORKIN	ORKIN, LLC		
	256224779	PEST TREATMENT	98.99
TOTAL FOR: ORKIN, LLC			98.99
PARM	PARMENTER LAW		
	277455 / 56	ATTORNEY FEES - GENERAL/PROSECUTION	6,336.00
TOTAL FOR: PARMENTER LAW			6,336.00
PREIN	PREIN & NEWHOF, PC		
	78787 - 790 - 7	ENGINEERING SERVICES-MEARS/WARNER/DWAM	6,735.35
TOTAL FOR: PREIN & NEWHOF, PC			6,735.35
PRHLTH	PRIORITY HEALTH		
	797242-S001	HEALTH INSURANCE - JAN-2024	27,200.53
TOTAL FOR: PRIORITY HEALTH			27,200.53
TUFT	ROBERT E TUFTS JR		
	DEC-2023	BUILDING PERMITS -DEC-2023	7,271.88
TOTAL FOR: ROBERT E TUFTS JR			7,271.88
SQUI	ROGER SQUIERS		
	FLEX - DEC-23	FLEX - DEC-23	113.64
TOTAL FOR: ROGER SQUIERS			113.64
SCHEI	SCHEID PLUMBING HEATING & COOL		
	I-2601-1	SERVICE CALL/REPAIR - FURNACE BLOWER MOTOR &	767.12
TOTAL FOR: SCHEID PLUMBING HEATING & COOL			767.12
SHO	SHORELINE INSPECTION SERVICE LLC		
	DEC-2023	MECHANICAL & PLUMBING PERMITS DEC-2023	1,159.20
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC			1,159.20

OPEN
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JANUARY 9, 2024

Vendor Code	Vendor Name	Invoice	Description	Amount
STAPLADV	STAPLES CONTRACT & COMMERCIAL LLC	8072799497/4310	ENVELOPES/COPY PAPER/MARKER PENS/MULTIFOLD TO	135.25
		8072807872	TONER SET (4) - PD BROTHER	273.11
TOTAL FOR: STAPLES CONTRACT & COMMERCIAL LLC				408.36
MICH	STATE OF MICHIGAN	MDOT00342	-591: CONSTRUCTION CONTRACT - MEARS AVE	192,184.53
TOTAL FOR: STATE OF MICHIGAN				192,184.53
TED	TED'S TREE SERVICE	1579	BRUSH GRINDING - POST STORM	4,200.00
TOTAL FOR: TED'S TREE SERVICE				4,200.00
TWIN	TWIN CITIES AUTO PARTS & SERVICE	STATEMENT	SOLENOID FOR DUMP BED 12-05/OIL CHANGES & SEN	626.76
TOTAL FOR: TWIN CITIES AUTO PARTS & SERVICE				626.76
WMIWIND	WEST MICHIGAN CONCERT WINDS	CONTRACT	TICKET PASS THRU - WM WINDS 12.9.23	2,324.70
TOTAL FOR: WEST MICHIGAN CONCERT WINDS				2,324.70
WESTMI	WEST MICHIGAN INTERNATIONAL	R102007802:01	TRUCK 12-11 - SERVICE COOLANT SENSOR/SURGE TA	1,778.59
TOTAL FOR: WEST MICHIGAN INTERNATIONAL				1,778.59
WEX	WEX BANK	94230656	FUEL PURCHASES - DEC-2023	12.12
TOTAL FOR: WEX BANK				12.12
WLAUT	WHITE LAKE AUTOMOTIVE	STATEMENT	PARTS & SUPPLIES	227.00
TOTAL FOR: WHITE LAKE AUTOMOTIVE				227.00
WLCHA	WHITE LAKE CHAMBER OF COMMERCE	6626	CHAMBER CHRISTMAS PARTY 2023 - SALTERS	64.00
TOTAL FOR: WHITE LAKE CHAMBER OF COMMERCE				64.00
TOTAL - ALL VENDORS				303,406.02
FUND TOTALS:				
Fund 101 - GENERAL OPERATING FUND				73,121.18
Fund 202 - MAJOR STREET FUND				2,868.63
Fund 203 - LOCAL STREET FUND				1,464.84
Fund 247 - TAX INCREMENT FINANCE AUTHORITY #1				587.83
Fund 249 - BUILDING INSPECTION DEPARTMENT				10,856.68
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND				61.06
Fund 401 - CAPITAL PROJECTS FUND				194,744.38
Fund 580 - PLAYHOUSE				4,436.34
Fund 590 - SEWER FUND				2,519.56
Fund 591 - WATER FUND				7,880.26
Fund 594 - MARINA FUND				1,129.49
Fund 661 - MOTOR POOL FUND				3,735.77

UNJOURNALIZED OPEN

BANK CODE: 001

CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JANUARY 9, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 247					
101-000-123.000	POLICY R0001060 - 23/24 INSTALL	MI MUNICIPAL RISK MGMT A	11/17/23	M0001060 & R0001060	23,055.25
101-000-222.100	DOG TAGS - NOV-2023	MUSKOGON COUNTY TREASURE	12/15/23	200652	102.00
101-000-231.017	DUE TO FLEX FUND	BRANDON PARSONS	12/31/23	FLEX - DEC-23	2,000.02
101-000-231.017	DUE TO FLEX FUND	BRIAN ARMSTRONG	12/31/23	FLEX - DEC-23	37.00
101-000-231.017	DUE TO FLEX FUND	ROGER SQUIERS	12/31/23	FLEX - DEC-23	113.64
	Total For Dept 000 247				25,307.91
Dept 101 CITY COUNCIL					
101-101-760.000	CHAMBER CHRISTMAS PARTY 2023 -	WHITE LAKE CHAMBER OF CO	12/13/23	6626	64.00
	Total For Dept 101 CITY COUNCIL				64.00
Dept 172 ADMINISTRATION					
101-172-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	89.73
101-172-727.000	COPY PAPER	STAPLES CONTRACT & COMME	01/03/24	8072799497/43108	92.94
101-172-818.000	VIRTUAL SERVER & SUPPORT -JAN-2	MUSKOGON CENTRAL DISPATC	01/01/24	2400001878	527.37
101-172-850.000	TELEPHONE/50% - 231.893.4708	FRONTIER	12/20/23	STATEMENT	51.86
101-172-935.000	DIGITAL SUPPORT SERVICE - #368/	KONICA MINOLTA BUSINESS	12/16/23	290989838	21.57
	Total For Dept 172 ADMINISTRATION				783.47
Dept 203 ATTORNEY					
101-203-826.100	ATTORNEY FEES - GENERAL	PARMENTER LAW	12/15/23	277455 / 56	3,492.50
	Total For Dept 203 ATTORNEY				3,492.50
Dept 215 CITY CLERK					
101-215-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	29.91
101-215-770.000	2024 MCCA ASSOCIATION DUES - BO	MUSKOGON COUNTY CLERK'S	01/01/24	2024	60.00
101-215-905.000	PUBLISHING - BOR NOTICE	LUDINGTON DAILY NEWS	12/31/23	99196718	190.80
	Total For Dept 215 CITY CLERK				280.71
Dept 247 BOARD OF REVIEW					
101-247-962.000	BOR TRAINING 2024- HARSCH/MEANS	MUSKOGON COUNTY EQUALIZA	01/02/24	BOR - 2024	60.00
	Total For Dept 247 BOARD OF REVIEW				60.00
Dept 253 TREASURER					
101-253-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	29.91
	Total For Dept 253 TREASURER				29.91
Dept 262 ELECTIONS					
101-262-728.000	RETURN ENVELOPE/#9 - QTY 1000	ALPINE PRINTING	12/21/23	6701	65.00
101-262-818.000	ELECTION - 11/07/2023	MUSKOGON COUNTY TREASURE	12/15/23	200669	642.11
	Total For Dept 262 ELECTIONS				707.11
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	MULTIFOLD TOWELS	STAPLES CONTRACT & COMME	01/03/24	8072799497/43108	31.52
101-265-775.000	FUSE - CH FURNACE	GILL-ROY'S HARDWARE	12/31/23	STATEMENT	17.36
101-265-920.000	PUBLIC UTILITIES/100017760891	CONSUMER'S ENERGY	12/19/23	STATEMENT	873.49
101-265-931.000	REPAIR - FURNACE BLOWER MOTOR/C	SCHIED PLUMBING HEATING	12/21/23	I-2601-1	767.12
	Total For Dept 265 CITY HALL BLDG & GROUNDS				1,689.49
Dept 266 DISTRICT COURT					
101-266-826.000	ATTORNEY FEES - PROSECUTION	PARMENTER LAW	12/15/23	277455 / 56	2,843.50

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BANK CODE: 001

CITY OF WHITEHALL ACCOUNTS PAYABLE

COUNCIL MEETING OF JANUARY 9, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 266 DISTRICT COURT					
Total For Dept 266 DISTRICT COURT 2,843.50					
Dept 270 FRINGE BENEFITS					
101-270-719.450	BOOT REIMBURSEMENT - CHURCH	JASON CHURCH	12/19/23	REIMBURSEMENT	116.34
101-270-719.450	UNIFORMS - DECEMBER 2023	MODEL COVERALL SERVICE I	12/31/23	STATEMENT	249.44
101-270-719.600	RETIRE OPEB STIPEND - MORRIS -	DOUG MORRIS	01/01/24	JAN-2024	300.00
101-270-719.600	FRINGE-HEALTH INS	PRIORITY HEALTH	12/16/23	797242-S001	26,271.49
101-270-719.601	FRINGE BENEFITS-RETIREE HEALTH	PRIORITY HEALTH	12/16/23	797242-S001	929.04
101-270-719.605	DENTAL - JANUARY 2024	DELTA DENTAL	01/01/24	RIS00053075010	2,185.47
101-270-719.650	OPTICAL - LYNDA	DAVID SILK	12/19/23	OPTICAL	250.00
101-270-719.800	UNEMPLOYMENT INSURANCE - OCT-DE	MICHIGAN MUNICIPAL LEAGU	12/31/23	801-057 -OCT-DEC2023	15.21
Total For Dept 270 FRINGE BENEFITS 30,316.99					
Dept 301 POLICE					
101-301-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	239.42
101-301-727.000	TONER SET (4) - PD BROTHER	STAPLES CONTRACT & COMME	01/04/24	8072807872	273.11
101-301-727.000	ENVELOPES	STAPLES CONTRACT & COMME	01/03/24	8072799497/43108	10.79
101-301-751.000	FUEL PURCHASES - DEC-2023	WEX BANK	12/31/23	94230656	12.12
101-301-757.000	HOSE NOZZLE	GILL-ROY'S HARDWARE	12/31/23	STATEMENT	17.62
101-301-850.000	TELEPHONE/50% - 231.893.4708	FRONTIER	12/20/23	STATEMENT	51.87
101-301-920.000	EMERGENCY SIREN/100000345551	CONSUMER'S ENERGY	12/19/23	STATEMENT	22.55
101-301-933.000	CAR 300 - OIL CHANGE	TWIN CITIES AUTO PARTS &	12/31/23	STATEMENT	313.35
Total For Dept 301 POLICE 940.83					
Dept 448 STREET LIGHTING					
101-448-920.000	PUBLIC UTILITIES/100017154418	CONSUMER'S ENERGY	12/19/23	STATEMENT	5,988.21
Total For Dept 448 STREET LIGHTING 5,988.21					
Dept 567 CEMETERY					
101-567-920.000	PUBLIC UTILITIES/100016180844	CONSUMER'S ENERGY	12/19/23	STATEMENT	102.64
101-567-933.000	96-35 - BATTERY	WHITE LAKE AUTOMOTIVE	12/31/23	STATEMENT	31.50
Total For Dept 567 CEMETERY 134.14					
Dept 751 PARKS DEPARTMENT					
101-751-757.000	DRYWALL SCREWS/TWIST TIES	GILL-ROY'S HARDWARE	12/31/23	STATEMENT	16.45
101-751-920.000	PUBLIC UTILITIES/100017154418	CONSUMER'S ENERGY	12/19/23	STATEMENT	359.32
101-751-933.000	96-35 - BATTERY	WHITE LAKE AUTOMOTIVE	12/31/23	STATEMENT	31.49
Total For Dept 751 PARKS DEPARTMENT 407.26					
Dept 756 119 S BALDWIN ST					
101-756-920.000	PUBLIC UTILITIES/1030215211192	CONSUMER'S ENERGY	12/19/23	STATEMENT	75.15
Total For Dept 756 119 S BALDWIN ST 75.15					
Fund 202 MAJOR STREET FUND					
Dept 463 ROUTINE MAINT					
202-463-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	52.34
202-463-818.000	BRUSH GRINDING - POST STORM	TED'S TREE SERVICE	12/11/23	1579	2,787.50
Total For Dept 463 ROUTINE MAINT 2,839.84					
Dept 494 TRUNKLINE SURFACE MAINTENANCE					
202-494-920.000	PUBLIC UTILITIES/100086335302	CONSUMER'S ENERGY	12/19/23	STATEMENT	28.79
Total For Fund 101 GENERAL OPERATING FUND 73,121.18					

BANK CODE: 001
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JANUARY 9, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 202 MAJOR STREET FUND					
Dept 494 TRUNKLINE SURFACE MAINTENANCE					
				Total For Dept 494 TRUNKLINE SURFACE MAINTENANCE	28.79
Fund 203 LOCAL STREET FUND					
Dept 463 ROUTINE MAINT					
203-463-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	52.34
203-463-818.000	BRUSH GRINDING - POST STORM	TED'S TREE SERVICE	12/11/23	1579	1,412.50
			Total For Dept 463 ROUTINE MAINT		1,464.84
			Total For Fund 203 LOCAL STREET FUND		1,464.84
Fund 247 TAX INCREMENT FINANCE AUTHORITY #1					
Dept 525 DOWNTOWN STREETScape					
247-525-757.000	CHRISTMAS TREE STAND	GILL-ROY'S HARDWARE	12/31/23	STATEMENT	2.88
247-525-921.000	PED LIGHTS/100015232430	CONSUMER'S ENERGY	12/19/23	STATEMENT	584.95
			Total For Dept 525 DOWNTOWN STREETScape		587.83
			Total For Fund 247 TAX INCREMENT FINANCE AUTHORITY		587.83
Fund 249 BUILDING INSPECTION DEPARTMENT					
Dept 000 247					
249-000-818.000	ELECTRICAL PERMITS - DEC-2023	JJ'S ELECTRIC LLC	12/01/23	DEC-2023	925.60
249-000-818.000	BUILDING PERMITS -DEC-2023	ROBERT E TUFTS JR	12/01/24	DEC-2023	7,271.88
249-000-818.000	MECHANICAL PERMITS -DEC-2023	SHORELINE INSPECTION SER	12/01/23	DEC-2023	1,159.20
249-000-818.200	CODE ENFORCEMENT SVCS - JAN-MAR	MUSKOGON CHARTER TOWNSHI	01/01/24	2400015563	1,500.00
			Total For Dept 000 247		10,856.68
			Total For Fund 249 BUILDING INSPECTION DEPARTMENT		10,856.68
Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND					
Dept 000 247					
250-000-818.100	C/S-INDUSTRIAL PARK/1000164878	CONSUMER'S ENERGY	12/19/23	STATEMENT	61.06
			Total For Dept 000 247		61.06
Fund 401 CAPITAL PROJECTS FUND					
Dept 000 247					
401-000-818.000-B22	CONSTRUCTION CONTRACT - PH 1 ME	STATE OF MICHIGAN	12/04/23	MDOT00342 -591:ACT51	192,184.53
401-000-820.000-B22	ENGINEERING FEES - MEARS	PREIN & NEWHOF, PC	12/07/23	78787 - 790 - 791	1,853.85
401-000-820.000-E22	ENGINEERING FEES - WARNER	PREIN & NEWHOF, PC	12/07/23	78787 - 790 - 791	706.00
			Total For Dept 000 247		194,744.38
			Total For Fund 250 LOCAL DEVELOPMENT FINANCE AU		194,744.38
Fund 580 PLAYHOUSE					
Dept 000 247					
580-000-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	29.91
580-000-818.500	TICKET PASS THRU - WM WINDS 12.	WEST MICHIGAN CONCERT WI	12/06/23	CONTRACT	2,324.70
580-000-850.000	INTERNET - PH	CHARTER COMMUNICATIONS	12/14/23	005038701121423	317.97
580-000-920.000	PUBLIC UTILITIES/100015238247	CONSUMER'S ENERGY	12/19/23	STATEMENT	773.27
580-000-931.000	HVAC-R SERVICE & REPAIR & PARTS	BOARDWELL MECHANICAL SER	09/07/23	60406 / 60480	891.50

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 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JANUARY 9, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 580 PLAYHOUSE					
Dept 000 247					
580-000-931.000	PEST TREATMENT	ORKIN, LLC	01/01/24	256224779	98.99
			Total For Dept 000 247		4,436.34
			Total For Fund 580 PLAYHOUSE		4,436.34
Fund 590 SEWER FUND					
Dept 552 SEWER CUSTOMER ACCOUNTS					
590-552-850.000	INTERNET - DPW	CHARTER COMMUNICATIONS	12/14/23	005038701121423	59.99
			Total For Dept 552 SEWER CUSTOMER ACCOUNTS		59.99
Dept 554 SEWER PUMPING					
590-554-775.000	LABOR/SERVICE - INSTALL MULTISM	KENNEDY INDUSTRIES INC	12/14/23	639740	1,067.00
590-554-920.000	PUBLIC UTILITIES/100015288960	CONSUMER'S ENERGY	12/19/23	STATEMENT	1,324.24
			Total For Dept 554 SEWER PUMPING		2,391.24
Dept 558 SEWER T & D					
590-558-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	52.34
590-558-757.000	GLOVES	WHITE LAKE AUTOMOTIVE	12/31/23	STATEMENT	15.99
			Total For Dept 558 SEWER T & D		68.33
Fund 591 WATER FUND					
Dept 540 WATER ADMINISTRATION					
591-540-820.000	ENGINEERING FEES - DWAM	PREIN & NEWHOF, PC	12/07/23	78787 - 790 - 791	4,175.50
			Total For Dept 540 WATER ADMINISTRATION		4,175.50
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-850.000	INTERNET - DPW	CHARTER COMMUNICATIONS	12/14/23	005038701121423	59.99
			Total For Dept 542 WATER CUSTOMER ACCOUNTS		59.99
Dept 546 WATER SOURCE PLANT					
591-546-920.000	PUBLIC UTILITIES/100015972811	CONSUMER'S ENERGY	12/19/23	STATEMENT	2,341.73
591-546-920.000	TELEPHONE - 231.893.0406	FRONTIER	12/10/23	STATEMENT	40.60
			Total For Dept 546 WATER SOURCE PLANT		2,382.33
Dept 548 WATER T & D					
591-548-719.000	HOLIDAY HAMS - STAFF	MONTAGUE FOODS	12/20/23	STATEMENT	52.34
591-548-757.000	METER YOKE BAR - 1' (1)	ETNA SUPPLY INC	12/20/23	S105272888.005	32.10
591-548-775.000	REPAIR CLAMP	ETNA SUPPLY INC	12/29/23	S105435593.001	208.00
591-548-818.000	BI-ANNUAL SERVICE PROGRAM - DE	HYDROCORP METER SALES	12/29/24	75882-IN	970.00
			Total For Dept 548 WATER T & D		1,262.44
Fund 594 MARINA FUND					
Dept 000 247					
594-000-850.000	INTERNET - MARINA	CHARTER COMMUNICATIONS	12/14/23	005038701121423	94.99
594-000-850.000	TELEPHONE - 231.894.9689	FRONTIER	12/10/23	STATEMENT	98.58
594-000-920.000	PUBLIC UTILITIES/100000353241	CONSUMER'S ENERGY	12/19/23	STATEMENT	935.92
			Total For Dept 000 247		1,129.49

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CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JANUARY 9, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 594 MARINA FUND					
Total For Fund 594 MARINA FUND					1,129.49
Fund 661 MOTOR POOL FUND					
Dept 000 247	HOLIDAY HAMS - STAFF		12/20/23	STATEMENT	59.82
661-000-719.000	CUT OFF WHEEL		12/31/23	STATEMENT	5.12
661-000-757.000	AIR FRESHENER		12/31/23	STATEMENT	4.19
661-000-781.000	FUEL/WATER SEPARATOR FOR LOADER		12/18/23	SP2/122030	253.96
661-000-781.000	NUTS & BOLTS - 89-01		12/31/23	STATEMENT	3.40
661-000-781.000	PLOW PLUNGER STAND		12/15/23	162001867/163908391	114.64
661-000-818.000	SHOP TOWELS		12/31/23	STATEMENT	30.48
661-000-920.000	PUBLIC UTILITIES/100016488254		12/19/23	STATEMENT	402.83
661-000-931.000	SERVICE CALL/EXTINGUISHER RECHAR		12/27/23	INV-26273-D0V7	116.65
661-000-931.000	UTILITY BRUSHES/SPRAY PAINT REM		12/31/23	STATEMENT	16.00
661-000-933.000	NUTS & BOLTS/ BUTT CONNECTOR 12		12/31/23	STATEMENT	5.64
661-000-933.000	SERVICE HEAT/OIL CH/TIRE ROTATE		12/07/23	FOCS370874	458.26
661-000-933.000	PLOW COIL - TRUCK 12-03		12/15/23	162001867/163908391	28.95
661-000-933.000	SOLENOID FOR DUMP BED 12-05		12/31/23	STATEMENT	313.41
661-000-933.000	12-11 - SVC COOLANT SENSOR/SURG		12/31/23	R102007802:01	1,778.59
661-000-933.000	11-05 - FLUID FILTER/CONNECT PL		12/31/23	STATEMENT	143.83
Total For Dept 000 247					3,735.77
Total For Fund 661 MOTOR POOL FUND					3,735.77

BANK CODE: 001
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JANUARY 9, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
	Fund 101 GENERAL OPERATING FUND				73,121.18
	Fund 202 MAJOR STREET FUND				2,868.63
	Fund 203 LOCAL STREET FUND				1,464.84
	Fund 247 TAX INCREMENT FINANCE				587.83
	Fund 249 BUILDING INSPECTION DE				10,856.68
	Fund 250 LOCAL DEVELOPMENT FINA				61.06
	Fund 401 CAPITAL PROJECTS FUND				194,744.38
	Fund 580 PLAYHOUSE				4,436.34
	Fund 590 SEWER FUND				2,519.56
	Fund 591 WATER FUND				7,880.26
	Fund 594 MARINA FUND				1,129.49
	Fund 661 MOTOR POOL FUND				3,735.77
Total For All Funds:					303,406.02

WHITEHALL PLANNING COMMISSION 2023 ANNUAL REPORT

PURPOSE

The City of Whitehall Planning Commission operates in accordance with the Michigan Zoning Enabling Act, the Michigan Planning Enabling Act, and the bylaws and powers established under City Zoning Ordinance 15-25. The Commission approves commercial and industrial site plans and all special use permits; recommends changes to the zoning ordinances; provides recommendations on public streets, property, buildings, utilities, and facilities; adopts an annual capital improvement plan; and develops a comprehensive master plan.

The City established a nine member board serving staggered three year terms. Commissioners must be qualified electors of the City although State law allows for two non-qualified electors. Membership includes the mayor, one council member, and the city manager or his designated representative. The Commission elects a chair and secretary every year. Meetings are scheduled for the first Tuesday of each month.

MEMBERSHIP

The Planning Commission began the year with Brian Armstrong, Dave Bedau, Dan Bowyer, Jack Dillivan, Jeff Holmstrom, Chris Mahoney, Steve Salter, and newcomers Laura Abramson and Amy Church. Rick Blankstrom was appointed following the resignation of long time Chair David Bedau.

ACTIVITY

Commissioners met seven times this past year. Spirited discussions were held regarding first floor businesses in the downtown and corner lots in residential districts. No changes were made regarding downtown businesses but the 30 foot side yard setback for residential corner lots was reduced. The Commission approved an updated Parks and Recreation Master Plan; two special use permits; a site plan for WaterDog Outfitters; lot splits for the Local Development Finance Authority, and the annual Capital Improvement Plan.

Construction remains strong with 39 new single family homes built over the last two years.

	2023	2022	2021	2020
Permits Issued	318	411	377	301
Construction Value	\$4,503,000	\$10,400,000	\$13,900,000	\$6,500,000

**Whitehall Planning Commission
Meeting Minutes
January 3, 2024**

Present

B. Armstrong, D. Bowyer, A. Church, C. Mahoney, S. Salter

Absent

L. Abramson, R. Blankstrom, J. Holmstrom, J. Dillivan

Call to Order

Chair Mahoney called the meeting to order at 6:00 p.m.

Oaths of Office

Clerk Bourdon administered the oath of office to Armstrong, Church, and Salter.

Agenda

Motion by Armstrong, second by Salter, CARRIED, to approve an amended agenda. All voted yes.

Election of Chair and Secretary

Motion by Salter, second by Church, CARRIED, to nominate Mahoney as Chair and Abramson as Secretary. Roll Call Vote: 5 yes, 4 absent.

Approval of Minutes

Motion by Salter, second by Bowyer, CARRIED, to approve the October 2023 meeting minutes as submitted. All voted yes.

Communications

Chair Mahoney placed the Annual Report and APA Training Schedule on file.

Public Comment

Unfinished Business

New Business

- Resolution 24-01 HiLite International Site Plan
Motion by Salter, second by Church, CARRIED, to adopt Resolution 1 approving the HiLite site plan as submitted. Roll Call Vote: 5 yes, 4 absent.

Whitehall Planning Commission

January 3, 2024

Page 2

- Resolution 24-02 Meeting Schedule

Motion by Armstrong, second by Church, CARRIED, to adopt Resolution 2 approving the 2024 Meeting Schedule as submitted. Roll Call Vote: 5 yes, 4 absent.

Adjournment

There being no further business, motion by Salter, second by Bowyer, CARRIED, to adjourn the meeting at 6:11 p.m. All voted yes.

DRAFT

City of Whitehall,

January 4, 2024

I am contacting you on behalf of White Lake Wanderland and Walk the Beat White Lake. I am on the board of each group and both are a 501.C3.

Wanderland would like to reserve the Social District Park area for February 2nd.

Walk the Beat would like to reserve the Social District Park area for July 20th.

Each group is asking for permission to have food trucks at their event, maximum of 4 vendors at each event. We ask the city to waive the Food Truck fee as they do for the City Council in Feet on the Street and the Arts and Crafts Fair. We realize that each vendor is still required to submit the City forms and meet the City's safety requirements.

Thank You

John Hanson

(231) 736-8736

hansdown@live.com



WHITE LAKE AREA

CHAMBER + VISITORS BUREAU

Montague • Whitehall

MICHIGAN

January 2, 2024

City Council
City of Whitehall
405 East Colby Street
Whitehall, MI 49461

Dear Council members,

The White Lake Area Chamber of Commerce requests your support for Feet on the Street on Sunday, June 2, from 2:00-7:00pm, with set up beginning at 1:00pm and ending at 8:00pm. This would be held in the N. Mears promenade and social district.

The White Lake Area Chamber of Commerce will work with the City of Whitehall in the planning of this event and make sure all participating businesses and food trucks are compliant.

Thank you for your consideration.

Sincerely,

Amy VanLoon, Executive Director
White Lake Area Chamber of Commerce

CITY OF WHITEHALL
RESOLUTION 24-01
Senior Millage

- WHEREAS, the Muskegon County Board of Commissioners allocate 25% of the annual senior millage to local municipalities to coordinate and provide services, programs, and activities for seniors citizens.
- WHEREAS, The City has supported services, programs, and activities for its senior residents by allocating senior millage funds to White Lake Area Community Education and the White Lake Senior Center.
- WHEREAS, based upon an anticipated allocation of \$14,753; the City Council adopted the FY23/24 Budget with \$12,209 directed towards Community Education and \$2,544 for the Senior Center.
- WHEREAS, the City's actual allocation is \$15,414.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby approves the application for a senior millage allocation in the amount of \$15,414 with \$12,209 supporting services through Community Education and \$3,205 through the Senior Center.

Moved by _____ seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, January 9, 2024 at 6:00 p.m.
(Yes, No, Absent)

Steve Salter, Mayor

Brenda Bourdon, City Clerk

**CITY OF WHITEHALL
MUNICIPAL SENIOR MILLAGE FUNDING PLAN**

In 2017, the voters of Muskegon County approved a millage dedicated to improving the lives of County residents 60 years of age and older. The Muskegon County Board of Commissioners serves as the administrative entity of this millage. The Board allocates 25% of the annual millage revenues to local municipalities to coordinate and provide services, programs, and activities for seniors within their jurisdiction. Municipalities are encouraged to leverage funds and minimize duplication by working with other entities providing services, programs, and activities to senior citizens. Rather than create new and potentially competing services and programs, the City will continue to provide funding assistance and collaborate with White Lake Community Education and the White Lake Senior Center.

The City's allocation of \$15,414 provided by the Municipal Senior Millage will be utilized to expand and enhance senior services offered by Community Ed and the Senior Center. The City will allocate \$12,209 to Community Ed and \$3,205 to the Senior Center. Services will include numerous adult education classes, leisure and social activities, and programs offered through Community Education and the Senior Center. Free membership to the Viking Athletic Center featuring an indoor walking track is also provided, currently utilized by over 320 City seniors.

CITY OF WHITEHALL
RESOLUTION 24-02
Board of Review

WHEREAS, the City of Whitehall contracts the assessing function for the City with the Muskegon County Equalization department.

WHEREAS, our assessor Kelli Navarro is requesting that the dates for the public session of the board of review be altered in accordance with state law.

WHEREAS, the dates requested would be Wednesday March 13th from 1:00pm to 4:00pm and 6:00pm to 9:00 pm and Thursday March 14th from 9:00am to 12:00pm and 1:00pm to 4:00pm.

BE IT FURTHER RESOLVED, that the 2024 board of review dates are Wednesday March 13th from 1:00pm to 4:00pm and 6:00pm to 9:00 pm and Thursday March 14th from 9:00am to 12:00pm and 1:00pm to 4:00pm.

Moved by _____, seconded by _____, and thereafter adopted by the Whitehall City Council at a regular meeting held Tuesday, January 9, 2024 at 6 p.m.

(____ yes, ____ no, ____ absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
RESOLUTION 24-03
2024 Poverty Exemption

WHEREAS, Michigan Public Act 390 of 1994 requires that each governmental unit establish policies and procedures annually for property tax poverty exemptions that include income and asset levels.

WHEREAS, staff is recommending that Council adopt the attached updated property tax poverty exemption policies and procedures.

NOW, THEREFORE, LET IT BE RESOLVED

that the Whitehall City Council hereby adopts the 2024 Poverty Exemption Policies and Guidelines attached to and considered a part of this resolution.

Moved by _____, seconded by _____, the City of Whitehall, at a regular meeting held Tuesday, January 9, 2024 at 6:00 p.m.

(_ yes, _ no, _ absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk

**2024 POVERTY EXEMPTION
POLICIES AND GUIDELINES FOR CITY OF WHITEHALL**

The following *policy and guidelines*, adopted by the City Council, shall be followed by the City of Whitehall Board of Review when considering *poverty exemptions* according to P.A. 390 of 1994, section 211.7u of the Michigan Compiled Laws (MCL).

Application Guidelines: To be eligible for a Poverty Exemption in the City of Whitehall;

1. The primary applicant must own and occupy the property as their principal residence and shall satisfy all requirements of P.A. 390 of 1994 (Principal Residential Exemptions) and State Tax Commission Bulletin No. 5 of 1995. Property placed in a trust does not qualify as owned for poverty exemption purposes. All owners and occupants are required to sign Waivers of Confidentiality, Authorizations to Inspect the Property and permission to interview the applicants and verify the application.
2. All owners and occupants must include signed Federal and State Income Tax Returns for the most recent filing period, including supporting schedules, if the applicant is required to file an income tax return. If the owner/occupants did not file Federal or State Tax Return, Michigan Department of Treasury Form 4988 must be filed.
3. Income and asset information is required for all owners and occupants of the property. Potential income and asset sources are (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers' compensation	Retirement accounts
Alimony	Child support
Military family allotments	IRA/Keogh annuities
General assistance	New or reverse mortgage
Social Security	Stocks & bonds
Cash	Investments
Checking & savings accounts	Gifts
Money market accounts	Deferred compensation
Assets in trust accounts	Other real estate owned

4. Applicants must meet the Income Test and Asset Test to be eligible to apply to the Board of Review for an exemption of the property tax on their principal residence. Applications will be reviewed by the Board of Review in making a determination to grant or deny an exemption.

Income Test

Eligible applicants will not exceed the income levels listed below.

1. Total Annual Household Income shall not exceed the following amount applicable to the number of persons living in the household:

Number of Persons	Poverty Guidelines
1 (owner)	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
Each additional Person, add	\$5,140

2. Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount.

Asset Test

Eligible applicants will have total assets at or below the asset limit listed below for the claimant and household.

1. Meet asset levels of the following:
 - a) Liquid assets may not exceed \$2,500
 - b) Transportation - 1 per income provider
 - c) Recreational type vehicles - none
 - d) Total assets cannot exceed \$10,000 excluding your homestead

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions. The same standards shall apply to each claimant for the assessment year.
2. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
3. All information is subject to verification. The verification process can be used to determine future ineligibility.
4. The Board of Review must agree as to the disposition of the poverty claim for the exemption to be granted.

48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in Family/Household	2022 Coverage (2021 Poverty Levels)	2023 Coverage (2022 Poverty Levels)	2024 Coverage (2023 Poverty Levels)
1	\$12,880	\$13,590	\$14,580
2	\$17,420	\$18,310	\$19,720
3	\$21,960	\$23,030	\$24,860
4	\$26,500	\$27,750	\$30,000
5	\$31,040	\$32,470	\$35,140
6	\$35,580	\$37,190	\$40,280
7	\$40,120	\$41,910	\$45,420
8	\$44,660	\$46,630	\$50,560

For families/households with more than 8 persons, add \$4,540 for each additional person for 2022 coverage, add \$4,720 for 2023 coverage, and add \$5,140 for 2024 coverage.

CITY OF WHITEHALL
RESOLUTION 24-04
RESIDENTS RIGHT TO PROTEST

WHEREAS, the Board of Review, as provided by City Charter, has the responsibility of reviewing the tax assessment roll in accordance with the State Tax Law as defined in MCL 211.30(2).

WHEREAS, State law allows non-residents the right to file written appeals with the Board; residents are not automatically afforded that same benefit.

WHEREAS, in order to permit residents the right to file written protests, the local unit of government must adopt a resolution granting that right.

WHEREAS, that before hearing or considering a protest, whether made in person or in writing, by a person or representative other than the taxpayer of record, the Board may require submittal of a satisfactory letter of authority, signed and dated by the taxpayer of record, authorizing such person or representative to protest to the Board on the taxpayer's behalf.

NOW, THEREFORE, LET IT BE RESOLVED,

That the Whitehall City Council provides the right of resident and non-resident taxpayers to file protests to the Board of Review in writing, without the necessity of personal appearance by the taxpayer or the taxpayer's representative, provided such written protest is received on or before the second Tuesday in March of the tax year at issue.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, January 9, 2024 at 6:00 p.m. (_ yes, _ no, 0 absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk